

## MILPERSMAN 1306-964

### RECRUITING DUTY

<b>Responsible Office</b>	NAVPERSCOM (PERS-4010)	Phone:	DSN COM FAX	882-3451 (901) 874-3451 882-2646
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NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC
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<b>References</b>	(a) DOD 7000.14R, Department of Defense Financial Management Regulation (b) NAVMED P-117, Manual of the Medical Department (MANMED) (c) OPNAVINST 1740.5B (d) NAVADMIN 110/06
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1. **Program Background.** The mission of recruiting is to recruit men and women for enlisted, officer candidate, and officer status in the Regular and Reserve Components of the Navy. It is one of the most demanding billets in the Navy due to the pressures associated with a fast-paced sales environment. Experience has shown that personnel with a strong record of performance in the Fleet and who are at ease discussing Navy programs with others have the ability to succeed on recruiting duty.

2. **Policy**

a. **Billets.** Enlisted personnel in paygrades E-5 - E-8 are ordered to one of 26 Navy Recruiting Districts (NAVCRUITDISTs). The NAVCRUITDIST assigns personnel to one of approximately 1,500 Navy Recruiting Stations (NRSs) or 65 Military Entrance Processing Stations (MEPS) (classifiers only) located across the country. There are a limited number of production recruiter billets in Japan, Guam, Europe, Puerto Rico, St. Croix, and St. Thomas.

b. **Production Recruiters**

(1) Production recruiters (Navy Enlisted Classification (NEC) 9585) are typically on independent duty and are often stationed in areas far from military installations and

associated support facilities. As such, they may be the only image of the Navy within a civilian community.

(2) Production recruiters are responsible for achieving demanding contract and accession goals. They must be knowledgeable of a myriad of recruiting programs and be able to supply this information to applicants.

c. **Assignment.** Upon receipt of permanent change of station (PCS) orders assigning a member to recruiting duty, the NAVCRUITDIST will provide the transferring command with the ultimate duty station (ULTDUSTA) assignment, normally an NRS, for inclusion in the member's standard transfer order (STO).

(1) The member must keep in mind that the decision of the commanding officer (CO) regarding ULTDUSTA assignment will be based on the needs of the NAVCRUITDIST at the time of the member's arrival at the command.

(2) A guaranteed assignment to a requested location may not be feasible.

d. **Tour.** In computing the tour of recruiting duty, the tour shall commence as of the date the member reports to the NAVCRUITDIST (parent command), even though member reports for further assignment (FFA) and is ultimately assigned to an NRS.

(1) Overseas recruiting tours are established per Department of Defense (DOD) area tour requirements.

(2) The tour length for nuclear qualified members will be computed from the date they are detached from their present command to ensure they are not out of the nuclear field for more than 36 months.

e. **Temporary Duty Under Instruction (TEMDUINS).** Production recruiters and classifiers are ordered via the Navy Recruiting Orientation Unit (NORU) located in Pensacola, FL, for TEMDUINS.

(1) The course of instruction is 5 weeks for production recruiters and 4 weeks for classifiers.

(2) Members should draw advance per diem based on government quarters being available prior to transfer.

(3) Instruction consists of competency-based training during which time students learn, develop, and practice competence in areas of selling, prospecting, paperwork and processing, marketing, public speaking, recruiter incentives, and quality of life.

(4) Upon satisfactory completion of the course of instruction, personnel transfer to their NAVCRUITDIST.

### 3. Recruiting Duty Benefits

a. **All Recruiters.** Special Duty Assignment Pay; opportunity to be stationed at any desired location throughout the U.S.; and meritorious advancement up to E-7 through the Recruiting Command Advancement Program.

b. **Production Recruiters.**

(1) Members assigned as **production recruiters and specific recruiting support personnel** may be eligible for Special or Supplemental Clothing Monetary Allowance (SSCMA) per reference (a).

(2) Production recruiters will receive their first allowance upon reporting to their prospective NAVCRUITDIST and their second and final entitlement on the anniversary of their report date. (NOTE: Only those serving in an active 9585 role will be entitled to SSCMA.)

(3) Members should obtain extra uniforms and accessories prior to arrival at their ultimate duty assignment, as it may be difficult to purchase new items while on independent duty.

(4) Personnel assigned to NAVCRUITDISTs as production recruiters will be guaranteed choice of coast assignment upon completion of a full recruiting tour (36 months), if valid billet is available.

### 4. Requirements/Qualifications

a. **CO Certification.** The CO shall certify that the member has been screened for the following: (Complete sections A, B, and C on the NAVPERS 1306/93 (4-09), Recruiting Duty Screening form, Exhibit 1.)

(1) **Performance Evaluations:** No mark below 3.0 on NAVPERS 1616/26 (Rev. 03-02), Evaluation Report and Counseling Record in any trait over the last 36 months.

(2) **Physical Fitness Assessment (PFA):** Currently within height, weight, or body fat standards and has passed the last three regularly scheduled Physical Fitness Assessments (PFA). Waivers are considered on a case-by-case basis by Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Section (PERS-4010). Use Exhibit 2 to request a waiver.

(3) **Family Advocacy:** Substantiated family advocacy cases are disqualifying while families are in treatment. All members involved in substantiated cases involving child sexual molestation (incest or other) are permanently disqualified for recruiting duty.

(4) **Command Drug and Alcohol Program Advisor (DAPA):** Personnel with a documented alcohol related incident including Driving Under the Influence of Alcohol (DUI)/Driving While Intoxicated (DWI) within the previous 3 years, or any three incidents within the previous 5 years are considered unsuitable. In addition, personnel who have successfully completed Alcohol Rehabilitation Level II or III (self-referral or directed) can have no alcohol incidents or repeated counseling for alcohol involvement for 3 years from treatment/counseling completion date.

(5) **Single Parent:** Ensure current NAVPERS 1740/6 (Rev. 11-06), Department of the Navy Family Care Certificate is completed. Upon completion, facsimile (fax) or E-Mail a copy to NORU as follows:

COM (850) 452-5346  
DSN 922-5346  
E-Mail [adm.noru.pnsc@navy.mil](mailto:adm.noru.pnsc@navy.mil)

(6) **Medical and Dental:** Health and dental records are to be screened following the guidance in reference (b), and documented in the member's health record. Due to the routine high stress environment, members with a history of stress-related problems will not be assigned to recruiting duty. Members are to be at least Dental Class II prior to transfer.

(7) **Exceptional Family Member (EFM):** If the member is currently processing a dependent application for the EFM

program, contact NAVPERSCOM, Exceptional Family Member Program Branch (PERS-451X); and NAVPERSCOM (PERS-4010). Due to the limitations of facilities in some assignments, any dependent enrolled in the EFM program will have their case reviewed to ensure adequate facilities are available at the member's ULTDUSTA prior to the member being transferred.

(8) **Command Financial Advisor:** Generally, recruiting duty assignments are in areas where military housing, commissary, and exchange facilities are not available, making the cost of living somewhat higher.

(a) All members must be screened thoroughly prior to transfer per reference (c) to ensure financial stability.

(b) **Financial Standing:** Serious financial problems or indebtedness which are not resolved, or a documented history of indebtedness over the last 3 years, are disqualifying for recruiting duty.

(9) **Financial Screening:** Upon arrival at NORU, members will be financially screened, based on the location of their NRS to determine financial stability.

(10) **Training:** The detaching command shall ensure the requisite leadership continuum training is completed prior to the member's transfer to NORU.

(11) **Tattoos:** Members will meet screening requirements as per reference (d). The primary consideration with regards to tattoos is whether the Sailor will present a positive image of the Navy in the local community.

b. **NAVPERS 1306/93 (Exhibit 1).** The original NAVPERS 1306/93 will be placed on the left side of the member's service record.

c. **Obligated Service (OBLISERV).** Required OBLISERV for this duty is 36 months.

d. **Report of Suitability/Unsuitability.** Transferring commands will submit a report of suitability/unsuitability within 30 days of receipt of screening message using Exhibit 3.

**RECRUITING DUTY SCREENING**

RATE	NAME : (Last, First, Middle Initial)
Proposed Detachment Date:	Proposed Duty Station

**SECTION A: GENERAL CRITERIA**

"YES" response in items 1, 3, 5, 9, and "NO" responses in items 2, 4, 6, 7, 8, 11 require explanation in CMC comments section or Command Endorsement.

			Interviewer's Initials
<input type="checkbox"/> YES	<input type="checkbox"/> NO	1. Within the past 36 months, has member been disqualified or found unsuitable for special programs(s)?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	2. Performance Evaluation (NAVPERS 1616/26): Has member received at least 3.0 on all traits, been recommended for retention and promotable or higher for advancement in the past 36 months?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	3. Has member had any NJP, courts-martial, civilian conviction, significant involvement with civilian authorities or moral/integrity violations within the past 36 months?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	4. Does member have an excellent command of the English Language?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	5. Has member had any alcohol related incidents in the last 36 months? Any 3 documented alcohol related incidents within the previous 5 years are considered unsuitable.	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	6. Is member currently within height, weight, or body fat standards, and has member passed the last three regularly scheduled Physical Fitness Assessments (PFA)? Waivers are considered on a case-by-case basis by PERS-4010. HT: _____ INCHES WT: _____ POUNDS BF: _____ %	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	7. Is member outstanding in appearance, military bearing, and conduct? Submit a 3 x 5 picture to PERS-4010 for waivers of conditions that detract from outstanding personal appearance (shaving waivers, etc.).	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	8. Does member have a valid state driver's license? Member must have a valid state driver's license prior to transfer to Recruiting Duty. State: _____ License Number: _____ Expiration Date: _____	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	9. Does Member have visible tattoos? If yes, refer to NAVADMIN 110/06 for guidance. Any visible tattoos require submission of a 3 x 5 photo to PERS-4010 with this application for waiver consideration.	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	10. Has member signed the required OBLISERV for this program?	
Personnel Officer's Name and Rank:			Date:
Personnel Officer's Signature:			

**SECTION B: MEDICAL/DENTAL SCREENING**

			Interviewer's Initials
<input type="checkbox"/> YES	<input type="checkbox"/> NO	1. Has member completed required medical screening for this program?  If "no" will the gaining NRD accept? <input type="radio"/> Yes <input type="radio"/> No	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	2. Is member fully medically qualified for reenlistment/retention?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	3. Is member Dental Class II for PCS orders?	
Medical Officer's Name and Rank:		Medical Officer's Signature:	Date:
Dental Officer's Name and Rank:		Dental Officer's Signature:	Date:

**SECTION C: COMMAND FINANCIAL SPECIALIST**

<input type="checkbox"/> YES	<input type="checkbox"/> NO	1. Has the member been interviewed by the Command Financial Specialist per OPNAVINST 1740.5A? (Copy of Financial Screening must be provided with this application.)	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	2. Is member financially stable?	
Financial Specialist Name and Rank:		Financial Specialist Signature:	Date:

All of the above information is certified to be true to the best of my knowledge. By signing this form I acknowledge that I must maintain my suitability throughout my assignment to Recruiting Duty.

Member's Name and Rank:	Member's Signature:	Date:
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**SECTION D: COMMAND MASTER CHIEF**

<input type="checkbox"/> YES	<input type="checkbox"/> NO	1. This member meets minimum requirements, and is recommended for assignment to Recruiting Duty.	
Comments:			
Command Master Chief's Name and Rank:		Command Master Chief's Signature:	Date:

**SECTION E: CO/XO/OIC/COS/DIRECTOR ENDORSEMENT**☐ YES☐ NO

1. Are there any compelling reasons why servicemember would be unsuitable for Recruiting Duty? If Yes, provide reason for unsuitability in Command Endorsement block below.)

**INITIAL CERTIFICATION UPON NOMINATION**

Approved:

\_\_\_\_\_  
Initials\_\_\_\_\_  
Date

Disapproved:

\_\_\_\_\_  
Initials\_\_\_\_\_  
Date

**RE-CERTIFICATION WITHIN 5 WORKING DAYS OF TRANSFER.  
MEMBER CONTINUES TO MEET ALL REQUIREMENTS. INITIALS BELOW ARE REQUIRED**

Approved:

\_\_\_\_\_  
Initials\_\_\_\_\_  
Date

Disapproved:

\_\_\_\_\_  
Initials\_\_\_\_\_  
Date

Command Endorsement: (A summary statement evaluating the applicant is required. Provide written recommendation from Commanding Officer indicating member's potential to perform and excel in recruiting duty.)

Endorsement of this screening represents full recommendation of this candidate by transferring command. All information is certified to be true to the best of my knowledge. A copy of this form has been filed in member's service record.

Command Officer's Name and Rank:

Commanding Officer's Signature:

Date:

**Privacy Statement:**

The authority to request this information is contained in 5 USC 301 Departmental Regulations. The information will be used to assist officials and employees of the Department of the Navy in determining your future duty assignments. Completion of the form is mandatory except for duty and home phone numbers. Failure to provide required information may result in delay in response to, or disapproval, of your request.



## EXHIBIT 2

### NAVY RECRUITING WAIVER REQUEST

(Use proper message format containing the following:)

FM REQUESTING COMMAND  
TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//  
INFO INTENDED GAINING ACTIVITY//JJJ//  
COMNAVCRUITCOM MILLINGTON TN//JJJ//  
BT  
UNCLAS //N01300//  
MSGID/GENADMIN/REQUESTING CMD/-/MMM//  
SUBJ/ NAVY RECRUITING WAIVER ICO RATE, NAME, LAST FOUR OF SSN//  
REF/A/DOC/NPC/DATE//  
AMPN/REF A IS MILPERSMAN ARTICLE 1306-964.//  
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**  
RMKS/1. IAW REF A, REQUEST A WAIVER FOR SNM FOR RECRUITING DUTY.  
A. SECTION \_\_, ITEM NO \_\_ (FROM NAVPERS 1306/93, NAVY  
RECRUITING SCREENING FORM)  
B. EXPLAIN/SPECIFICS  
2. CO'S JUSTIFICATION/RECOMMENDATION: (3 LINES MAX)//

**NOTE:** Waiver request must be forwarded to PERS-4010 for final approval.  
Waiver consideration is limited to tattoos, NJP convictions, performance trait marks below 3.0, PFA failures, or inability to meet 36 month OBLISERV requirement due to HYT. Tattoo waiver submissions should be limited to those that are in good taste and can be seen while wearing a short sleeved uniform. Submit waiver requests within 30 days of DTG of this message.

## EXHIBIT 3

### NAVY RECRUITING SUITABILITY/UNSUITABILITY REPORT

(Use proper message format containing the following:)

FM TRANSFERRING COMMAND  
TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//  
INFO INTENDED GAINING ACTIVITY//JJJ//  
COMNAVCRUITCOM MILLINGTON TN//JJJ//  
BT  
UNCLAS //N01300//  
MSGID/GENADMIN/REQUESTING CMD/-/MMM//  
SUBJ/NAVY RECRUITING SUITABILITY (OR UNSUITABILITY), ICO RATE,  
NAME, LAST FOUR OF SSN//  
REF/A/DOC/NPC/DATE//  
REF/B/GENADMIN/ORIGINATOR/DDHHMMZMMYY// (IF APPLICABLE)  
NARR/REF A IS MILPERSMAN ARTICLE 1306-964, REF B IS WAIVER  
REQUEST (IF APPLICABLE).//  
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**  
RMKS/1. IAW REF A AND B, SNM IS SUITABLE (OR UNSUITABLE) FOR  
RECRUITING DUTY.  
A. REASON FOR UNSUITABILITY: (EXPLAIN WITH SPECIFIC  
DETAILS).  
B. REPORT OF SUITABILITY WAS FILED IN SERVICE RECORD.  
C. SNM HAS \_\_\_ MONTHS OF OBLISERV FOR RECRUITING DUTY.//